



HR, Payroll & Pensions Officer

37 hours per week / 52 weeks per year

Grade G / Salary Range: £30,024 - £36,363 fte

Start Date-As soon as Possible

We are very proud of all we achieve in the Newbury Academy Trust. Our mission is to provide excellent education for all and dramatically improve the lives of our children and young people by providing high-quality education and experiences.

We are looking to appoint an experienced, reliable, flexible and enthusiastic HR, Payroll and Pensions Advisor to join our busy Trust team. The successful candidate will own and run the in-house payroll function with a high degree of accuracy, confidentiality and compliance with statutory regulations and internal policies. The role includes responsibility for payroll management, employment tax, pension's administration, budget management, financial reconciliation and HMRC liaison.

The post requires a strong focus on service delivery, collaboration, proactive problem solving and accuracy. The post holder must be numerate and computer literate with excellent knowledge of MS Excel and MS Word.

We invite applications from colleagues who have:

- Proven experience of managing a full payroll cycle.
- Proven experience of administering pension schemes.
- Experience of HR administration.
- Strong knowledge of UK employment law and HR best practices.
- Excellent communication, interpersonal and organisational skills.
- The ability to maintain confidentiality and handle sensitive information with discretion
- Proficient in Microsoft Office applications.
- Problem solving aptitude and the ability to manage multiple priorities in a fast paced environment.
- A commitment to safeguarding, inclusion, and continuous improvement.

If you feel you have the experience for this role we would like to hear from you. Application is by letter to Dr C Wilson, Headteacher and application form, the latter including the names and addresses of two appropriate referees. Please include in your letter details outlining our previous experience and how you believe this would support this role. Further details can be obtained from Mrs Conway on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit the school's website www.trinitynewbury.org

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Closing date: 27th February 2026

Interviews: Soon thereafter

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

Trinity School, Love Lane, Newbury, Berkshire RG14 2DU

Website: www.trinitynewbury.org

Tel: 01635 510500 Fax: 01635 510510 Trinity School is part of the Newbury Academy Trust